STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
October 26, 2005

MEMBERS IN ATTENDANCE:

Jim Roggero, Chair	David Crain	Elena Jobe	Steve Siegler
Gary Lyndaker, Vice-Chair	Rob Davis	Ryan Lanclos	Debbie Tedeschi
Dan Ross	Tim Dwyer	Don Lloyd	Mike Wankum
Steve Adams	Jeff Falter	Bob Meinhardt	Scott Willett
Augie Buechter	Doug Fees	J. Rick Mihalevich	Paul Wright
Harold Burnette	Richard Gerling	A.J. Probst	Doug Young
Chip Byers	Russell Helm	Cathy Reinkemeyer	
Todd Craig	Gina Hodge	Cindy Renick	

MEMBERS NOT IN ATTENDANCE:

Jon Beck	George Hagedorn	Ray Pope
Greg Burris	Don Krueger	Jon Rickman
Ralph Caruso	Gretchen Lockett	Joanie Schwartze
Jill Drennen	Theresa Luebbering	Tony Spicci
Steve Earney	Mark Mabe	Mary Willingham
Stacy Gillmore	Carl Medley	
Rob Gourley	Amy Niedergerke	
Cliff Gronauer	Scott Peters	

Jim Roggero called the meeting to order at 8:33am.

PRESENTATIONS/DISCUSSION ITEMS
1. Jim Roggero introduced Rob Davis, who has taken on the role of the IT Director at the Department of Labor and Industrial Relations.
2. Gary Lyndaker introduced Angie Fisher, Department of Mental Health, who will be taking over some of the administrative duties for the ITAB by the beginning of 2006.
3. Jim Roggero introduced Greg Schildmeyer – Director of Records Management at the Secretary of State's Office. Greg gave a brief presentation outlining the history of electronic records issues. He stated the first event done under the Mereti Project was a presentation to the ITAB in September 2003, and now Greg would like to hand out a notebook that summarizes the efforts of the project, since it is now completed. He further stated that original Powerpoint presentations can be found on the website, as well as the statistics on the history of the project. Greg then briefly outlined specifics and highlights of the project. Greg asked that if anyone had questions or other issues, to please contact him. The final summaries and full videos of the seven workshops will be posted on the website in the near future. Jim Roggero then concluded by stating that setting the standards for the management of records is a challenge in itself and commended Greg on a job well done.

ACTION ITEMS
1. Approval of the September 28, 2005, Information Technology Advisory Board Meeting Minutes – Minutes from the September 28 meeting were presented for approval. Scott Willet made a motion to approve the minutes, Steve Adams seconded the motion. The minutes were approved unanimously.

GENERAL BUSINESS
1. CIO Discussion (Dan Ross) –
   ➢ Dan also welcomed Rob Davis to the ITAB.
   ➢ Dan stated he and Roger Bisges met with the commissioner on the IT related decision items that had been forwarded to them from state agencies, and that this would be a tight budget year. However, he felt there would be no major cuts, things should remain status quo. He further stated they were now trying to decide

whether to go forward with a decision item or keep the cost savings. He would like to make the case to reinvest the dollars in the General Revenue of IT. He further stated that there would be a new statewide Accounting and Human Resources system in FY08, a replacement for SAM II. Dan stated that there was a team of individuals from Fiscal that were tasked to identify vendors that can supply this system. They are also getting some feedback from customers around the state. It would be a multi-year implementation. Dan continued by stating there was no reduced need for technology in the state.

➢ Dan stated that everyone would be getting a survey from the ISeries, on the AS400, and asking what you have, what the capacities are, etc. Please complete the survey so we can keep an eye on the consolidation.

➢ Dan stated there will be a study of the State Data Center, as to if it is running as efficiently as it could and is it using the right software, etc. Gail Wekenborg is the primary lead on this study, and it could be up to a two month engagement.

➢ Dan stressed that entering any cost savings and cost avoidance for FTE, that will be left vacant, should be entered on the template designed for that information, located on the intranet site – cio.intra.mo.gov/. Everyone should use this site to report any savings. They are not looking to remove every position that becomes vacant, but to keep in mind that just because there is a vacancy is not the only reason it should be filled – there needs to be a purpose for the position. Dan stated that people are our largest cost functions. Dan asked that if there is a success to please go to the website and fill out the template, so these can be presented to the legislature. If you have any questions, please contact Jan Grecian.

➢ Dan stated that the Governor appointed a committee on homeland security, who will be tasked to come up with a plan to be proactive, with a fusion center that can monitor all things that may be happening. It was determined that there was no GIS presence on this team, so Tim Haithcoat, Jeff Falter, Ryan Lanclos, and others will now be involved.

➢ Gary Lyndaker asked about the functionality of the planned replacement for SAM II HR. He stated that DMH needs a more full-functioned HR system than the current SAM II provides. It was stated that there is now a Project Management structure in place and there will be an IT focus in the new HR system. Gary suggested that someone from the Architecture Committee should be involved in planning for the new system. It was also discussed that Data Warehousing will be very important in the new system. It was noted that within SAM II, the Data Warehouse was thought of late in the game and it was not until ITAB got involved, that a committee led by Mary Willingham helped to tailor the reports to produce the information that was needed.

2. ITAB Chair Items (Jim Roggero)
   ➢ Jim Roggero stated the meeting dates for next year were once again listed on the agenda. He asked that everyone mark their calendars accordingly.
   ➢ Jim stated that the ITAB website is being updated. Everyone should send updated bios to Mary Luebbert. If there are to be any changes to the roster, those changes need to be sent in writing to the ITAB chair and Mary Luebbert. He further stated the ITAB committees and their members would be updated on the website shortly. Jim also stated that the ITAB website is visited often, by many, due to the content that it houses. He stressed the importance of trying to keep the information as current as possible.
   ➢ Jim stated that he and Gary Lyndaker were already working the transition that would take place in a few months, when Gary takes over as the chair of ITAB. Jim stressed the importance of receiving feedback from the ITAB members. Anyone who has any suggestions, would like to see a new committee created, or would like to see changes made to the current format should let Jim or Gary know. Gary Lyndaker stated he would ask Mary Luebbert to send out an email as a reminder of the need for this feedback.

ITAB COMMITTEE UPDATES
1. Architecture Review Committee Update (Bob Meinhardt) – Bob stated Mary Luebbert sent out the approved artifacts from the September meeting. The list of approved artifacts will be published each month and put on the website. Ron Thomas then stated that the Architecture Review Committee looked within Google to see if there was a search capability to view the artifacts and stay within the URL. The is an option that allows this and Ron is working with Chis Mertens to make that happen. The website was also updated recently to make it easier to navigate. If anyone has any feedback on the website, please send those comments to Ron or Bob. Bob then stated that at the last ITAB meeting, the Privacy Domain Committee was in need of volunteers to

serve on the committee. The need for participants is still great. Please contact Bob if you have an interest in serving on this committee.

2. Architecture Technical Committee – No Report.
3. Customer Relations Management Committee Update (David Crain) – David stated the committee met in September and that the focus of the committee was to develop a CRM toolkit for agencies who are wanting to implement CRM. He felt there should be a final draft of the toolkit for review available by the end of November or early December. He then state the committee is also looking at Return On Investment. A lot of work was done on putting together information on how to measure return on investment for a CRM project. He also felt that this information applied to any project and not only CRM, so he is referring this information to the Project Management Standing Committee, since the Performance Measurement Subcommittee did a great job coming up with the MoVAP. Gary Lyndaker stated he would refer this on to Paul Wright, the chair of the Project Management Standing Committee. Another focus of the CRM Committee is the functionality feature sets. David felt like it contains compliance with the architecture and he will send it to Bob Meinhardt so that it can be include in the architecture. The goal of the next meeting will be to make progress on the toolkit. David concluded by stating that there would be a demonstration of the House CRM System. The ITAB will be invited. David stated that they do plan to have a full CRM ready by the beginning of session.
4. Digital Media Developers Committee (Bobbie Koelling) – No Report.
5. MOTEC Update (Jeff Falter/Laura Mertens) – Jeff stated that September was booked at 100% and October was booked at 95%. The charts that went out show the monthly usage down due to a canceled class. He further stated that the certification training contracts will be awarded in mid-November.
6. Personnel Committee (Chris Wilkerson) – No Report.
7. Project Management Standing Committee Update (Paul Wright/Tom Stokes) – Paul stated that the Project Management Certification Handbook had been updated showing how to keep track of the PDMUs that are earned, in order to keep the state's Project Management certification. Several other minor modifications were made, such as changing OIT to read as ITSD. There was a Category 2E added, that addresses receiving PDMUs for being a member of a Project Management type committee. Paul then stated that everyone should have received a copy of the committee's revised charter. The charter was revised to better align with the ITAB charter. He then stated that the references to subcommittees were removed, so the charter would not have to be revised every time a subcommittee was formed or removed. He also stated that IT technical terms were removed, because the membership of the committee includes individuals that are "non-IT". Paul then made a motion to accept the newly revised charter. Tim Dwyer seconded the motion and the motion passed. Paul then thanked Tom Stokes for all of his work on this effort.

COLLABORATIVE EFFORTS
1. User Group Coordination (Jeff Falter/Debbie Tedeschi) – No Report.
2. Internet/MOREnet Update (Chip Byers) – Chip apologized for the number of reports that were sent out prior to the ITAB meeting. He then asked for feedback on if the members of ITAB preferred he cut back on the number of reports and amount of information sent out. The members stated they preferred he reduce the amount of reports to be sent out for review. Chip then stated that there was a question at the last ITAB meeting, regarding a spike that was shown on one of the reports. Chip stated this was a very minor and insignificant spike and did not interfere will connectivity. He then stated that September and October were business as usual. He also stated that circuits were topping out inbound and the Revenue connectivity was at status quo. The backup circuit, reverse redundant, was not having to be used and this was a good thing.
3. Missouri Network Management Steering Committee (Scott Willett) – Scott stated there would be a meeting this Tuesday. They identified the potential number of agencies to utilize the VPN connections. That will be put in the Architecture Infrastructure Domain. Security will also be there on Tuesday. The meeting will be used to come up with recommendations.
4. Statewide Purchasing Update (Gary Eggen/Karen Boeger) – Gary stated that the PC Prime Vendor contract will be coming out next week. Then they will start on a printer process, to be effective January 1, 2006.
5. Technology Services Update (Gail Wekenborg) – No Report.
6. MO GIS Advisory Council/GIO Update (Jeff Falter/Ryan Lanclos) – Jeff stated he would start giving a combined GIS/GIO report. He then invited anyone interested to participate on the committee for GIS. They will be having a strategic planning session this Friday. He then stated that Missouri was the first state in the US to have a signed GS/NDIS partnership agreement. He then stated that there would be a roundtable breakfast on November 15, at the Capitol Plaza Hotel, where ERSI and IBM will present the former Governor of Wyoming. This is more of an informational presentation, and will not be technical.

OPEN DISCUSSION
1. Ron Thomas reminded everyone that the Google search engine has been presented to the DMV group and if there are any questions, to contact Ron or Chris Mertens.
2. Dan Ross stated that the draft of the Organization Chart for ITSD was sent out and that comments from 7 or 8 individuals were received. If anyone needs a copy, contact Dan's office. There is also a team that has been formed to create job descriptions to use when positions are being filled. Dan would like any input offered.
3. Roger Bisges stated that the budget process in September was a long one and he would like to thank those who helped for their efforts. They are now reconciling transfers and most seem happy with the transfers. Now is the time to address any loose ends. If there are additional support staff not in the budget, they should be added. He needs this by the end of this month.
4. Cindy Renick asked about the status of the web filtering software. There is discussion as to how the different departments will distribute this and how the business side will use it. Reports are good so far and it is on the way.
5. Todd Craig stated that he gets contacted by a lot of vendors and ask if there was a centralized list of vendor contacts and who are customers of these vendors. Dan suggested vendors be told to contact ITSD, Department of Conservation, or MoDOT. Several stated they don't speak with vendors and then it was stated there is no specific process to follow when vendors call. It was suggested to refer vendors to ITSD, Department of Conservation, or MoDOT, when appropriate.

MOTIONS
Paul Wright made a motion to accept the newly revised Project Management Standing Committee Charter. Tim Dwyer seconded the motion and the motion passed

REVIEW OF ACTION ITEMS
Roger Bisges needs everyone to submit their transfers by the end of the month.

NEXT MEETING
The next ITAB Meeting is scheduled for **Wednesday, November 16, 2005, 8:30am, at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**

MJR/wrk